

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 8005

**TITLE:** DEPUTY DIRECTOR, PUBLIC WORKS AND ENVIRONMENTAL SERVICES

**GRADE:** S-37

**DEFINITION:**

Under general direction of the Director, Public Works and Environmental Services, plans, manages, and coordinates operational activities of the department; serves as Contract Officer for the Department of Public Works and Environmental Services (DPWES); and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Deputy Director, Public Works and Environmental Services differs from the Director, Department of Public Works and Environmental Services, in that the Deputy Director serves as the Chief Operating Officer, is responsible for the daily operational activities of the department, and serves as the department's Contract Officer, whereas the Director serves as the Chief Administrative Officer of the department.

**ILLUSTRATIVE DUTIES:**

Approves DPWES operational policies and procedures, and oversees implementation of same;  
Monitors operational and fiscal performance of DPWES business areas, and provides guidance to business areas to ensure attainment of their individual business objectives as well as those of DPWES as a whole;

Coordinates various program activities across business areas, and ensures effective interface of DPWES operations/programs with other departments, as well as with various governmental agencies at the County, State, and/or Federal level;

Oversees inter-departmental activities and ensures departmental interface with other County agencies and departments;

Provides guidance to division directors and branch managers relative to performance goals and objectives, serves as initial rater in the performance reviews of division directors, and provides guidance on development needs;

As Contract Officer, oversees DPWES contracting process, approves contracts, and resolves contract issues, ensuring that contracting process is administered in accordance with sound business principles and County policy;

Exercises authority delegated by the County Executive through the Department Director to oversee and sign contracts for design and construction services;

Manages the Capital Improvement Program (CIP), coordinating preparation of DPWES input to the CIP and overseeing the role of DPWES in implementing the County's CIP;

Represents DPWES on the County Emergency Management Coordinating Committee and coordinates department emergency response;

Reviews DPWES emergency response policies and procedures to ensure that DPWES will meet its obligations in the event of an emergency;

Responds to County Board of Supervisors' directives;

**CLASS CODE:** 8005

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Page 2

Responds to Board matters, approves Board packages prior to submission, and provides additional input, testimony, etc. as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the theory and practice of public works, environmental services, and public administration;

Knowledge of County budget processes, principles of fiscal management, and contracting procedures;

Knowledge of state and County laws and regulations that pertain to public works and environmental services;

Ability to organize and administer a large, diversified department;

Ability to effectively manage, develop, and motivate division management;

Ability to develop effective working relationships with DPWES staff and division management, County leadership, other County agencies and departments, other governmental entities, and the public;

Ability to communicate effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a bachelor's degree in engineering, urban and regional planning, business administration, public administration, or a related field;

PLUS

Seven years of progressively responsible public works and/or environmental services management experience, five years of which must have been in a management or supervisory capacity.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

None.

ESTABLISHED:

March 5, 2004